



# AmeriCorps National Position Description

<b>Affiliate/Host Site Name:</b> Habitat for Humanity of Oakland County	<b>Host Site Manager (HSM) Name:</b> Cristina Verduzco
<b>Program:</b> AmeriCorps National <b>Member Role:</b> Volunteer Services Coordination	<b>Will members engage in any of these programs?</b> <input type="checkbox"/> Disaster Recovery <input checked="" type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans/Military Families <input type="checkbox"/> None
<b>Service Week (days/times):</b> Monday - Friday, 8:30 AM – 5:00 PM with occasional evenings/Saturdays	<b>Direct Supervisor Name:</b> Cristina Verduzco
<b>Will this member be actively building on the construction site at least one day per week?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

## Goals

We partner with families to open doors together – whether building a house, repairing a roof, or leveraging our capabilities to provide a hand up to a neighborhood block. Our affiliate is performing at our highest level to date with over 4,000 volunteers, 30 homes built or rehabilitated, 46 neighborhood revitalization projects completed, and most importantly, over 100 partner families served. Volunteers provide the hearts, hands and voices to complete our ambitious build schedule.

The Volunteer Services Coordinator will be performing three main functions. First, they will ensure there are enough volunteers and supervision from the Crew Leaders for each build day. Second, they will help to grow the volunteer department. The member will collect detailed information on who is and who is not volunteering. This helps the affiliate to apply for additional grants as well as helps us to build upon what we do well and reach out to who is not volunteering. Third, they will be one of the front line faces to advance our partnerships with youth and youth groups.

## Outputs:

- **1200** volunteers will be recruited and/or managed by this AmeriCorps member in the building, rehabilitation, or repair of homes (repairs include ABWK, Weatherization, Critical Home Repair)
- **0** homes will be built, rehabilitated or repaired in partnership with low-income families and individuals by this AmeriCorps member and volunteers (repairs include ABWK, Weatherization, Critical Home Repair)
- **0** individuals (adults and children) will be provided housing services by this AmeriCorps National member
  - **0** individuals affected by a disaster
  - **0** individuals who are veterans, active military, or their family members

## Responsibilities of the position

- Assist with volunteer management including orientations, maintenance of database, volunteer tracking, and follow up for opportunities in construction, office, ReStore\*, deconstruction, family services, special events, and with other needs.
- Work with construction staff to fulfill daily tasks needed to ensure successful volunteer build day: signing volunteers in, providing orientation and safety briefing, helping to put away tools with volunteers at end of day, ordering necessary volunteer supplies.

**Any changes/updates to a member's position description must be approved by your HFHI specialist.**



# AmeriCorps National Position Description

- Coordinate placement of groups and individual volunteers to support affiliate activities and manage the ReStore schedule on volunteer software and internal calendars.
- Develop written volunteer position or assignment descriptions, as needed.
- Develop and implement effective recruitment messaging.
- Visit the build site to observe and gain an understanding of tasks in which volunteers are asked to participate. Occasionally participate in building alongside volunteers.
- Schedule and communicate affiliate needs with all assigned individual volunteers and volunteer groups (ex. crew leaders, Campus Chapters, and Collegiate Challenge).
- Assist in coordination of campus chapter groups and non-construction youth group projects.
- Improve volunteer resource database with contact info for volunteers who can assist with certain needs.
- Maintain communications with volunteers through a monthly volunteer eNewsletter and by updating volunteer portions of affiliate website with current information.
- Plan and execute the annual Volunteer Appreciation Banquet.
- Develop new and revise old volunteer recognition tools.
- Devise and implement volunteer experience survey. Analyze results.
- Continue existing and develop new partnerships with community businesses and organizations to provide in-kind donations for collegiate challenge, volunteer picnic and other volunteer services.\*
- Attend community outreach programs to promote volunteer opportunities, including events targeted at the military and veteran communities and senior community. Secure and manage affiliate presence at volunteer fairs.

\*Note activities involving the ReStore and fundraising are limited to no more than 10% of a member's total time. Please consult with your HFHI program specialist if you have questions about allowable activities.

**Required Meetings, Trainings and Events:** Minimum expectations are outlined below, with the understanding that further trainings may be required as determined by HFHI, CNCS or the host site.

- On site orientation to local host site
- First Aid/CPR
- HabitatLearns "Foundations of Habitat" series
- Lockton Safety Courses
- Build-a-Thon (spring)
- National Days of Service (MLK Day required, 9/11 Day of Remembrance and AmeriCorps Week encouraged)
- HFHI Host Site Monitoring Reviews and periodic check-in calls
- Monthly meeting with HSM (minimum)
- Bi-weekly meeting with direct supervisor (minimum)
- Life After AmeriCorps Training (LAFTA)
- Staff meetings, Board meetings and home dedications, as appropriate
- Annual staff/AmeriCorps team build day
- Individual and/or group professional development trainings may be available based on AmeriCorps interest, HSM/supervisor recommendation and budget
- Host Site Events, including Holiday Family Christmas Party (December); Plant Sale (May); Golf Outing (June), and Women Build Events (ongoing). Participation in these events will be in line with AmeriCorps program regulations/restrictions.

**Any changes/updates to a member's position description must be approved by your HFHI specialist.**

Version 11/30/2017



# AmeriCorps National Position Description

## Education/Experience/Knowledge/Skills

### Required:

- Valid driver’s license and ability to meet host site’s insurance requirements.
- Microsoft Office Suite (especially Word/Excel).
- Outgoing and friendly demeanor.

### Preferred/Helpful:

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Ability to work with a diverse group of people
- Detail oriented and highly organized
- Strong written and verbal communication skills
- Public speaking experience
- Experience working with volunteers or teaching/group facilitation experience
- Experience working as a member of a team
- Project management experience

## Physical requirements for this position

- Ability to sit at a desk and computer for extended periods of time
- About 20% of this position requires outreach in the community, including visiting buildings and homes that may have stairs
- Ability to maneuver on a construction site (over dirt, rocks, piles of materials, etc) in order to sign in and greet volunteers
- Ability to work in varying weather conditions – sites are often not heated during winter and not air-conditioned during summer. While the position is primarily in the office, member will be on site regularly to greet volunteers.
- Ability to speak to a crowd of 30 or more without a microphone

## Service Site Environment:

Member will primarily serve in an open-space office and will share space with other staff and/or AmeriCorps members. Each member will have a desk, computer (with email and internet access), and a phone for service-related tasks. Shared resources include a printer, copy machine, fax machine as well as office supplies. On volunteer days, member will be on the active construction site to greet and sign in volunteers.

Personal vehicle required?  No  Yes

Some travel is required for this position. Public transportation options are limited in our community so access to a personal vehicle is required to get to and from service, as well as any required meetings. Approved service-related mileage (beyond commuting to and from service) will be reimbursed per the affiliate’s policy.

## Habitat.org posting blurb:

Serve, learn, lead and explore in the mitten State! Habitat for Humanity of Oakland County has been hosting AmeriCorps members since 1995. Our AmeriCorps members play an integral role in providing leadership on our project

**Any changes/updates to a member’s position description must be approved by your HFHI specialist.**



# AmeriCorps National Position Description

sites, engaging volunteers to become champions for our mission, and creating new tools and systems to build capacity. Our members are the ambassadors of Habitat Oakland, interacting with over 5,000 volunteers, partner families and community stakeholders. During a year of service with Habitat Oakland, AmeriCorps members gain insight to the inner workings of a non-profit organization and gain hands-on experience in leadership, public speaking and community development. Benefits beyond the AmeriCorps living allowance and education award include a housing stipend of at least \$150/month, carpool and service transportation options and, for construction leads, hand tool and gear reimbursement. In your off hours, explore the unique downtowns that are scattered throughout Oakland County, drive an hour to explore Detroit, or daytrip to the beach where sandy beaches and unsalted water is abundant. Join our Habitat family and form lasting relationships, while creating affordable housing solutions with hard-working families in Oakland County, Michigan. [www.HabitatOakland.org](http://www.HabitatOakland.org)

**Any changes/updates to a member's position description must be approved by your HFHI specialist.**

Version 11/30/2017